HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג׳ - מכון למדעי היהדות

CINCINNATI ● JERUSALEM ● LOS ANGELES ● NEW YORK

SIS

Student Information System

Student User's Manual

3/19/2013

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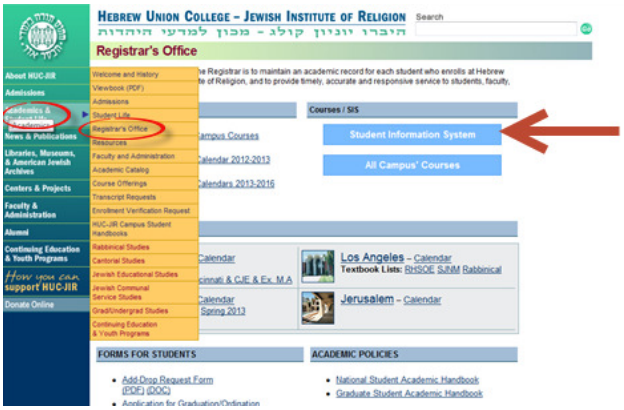
1. **Introduction**

The website for SIS, our Student Information System, can be found at:

sis.huc.edu

There is also a quick link to the Student Information System on the registrar's page:

http://huc.edu/registrar/

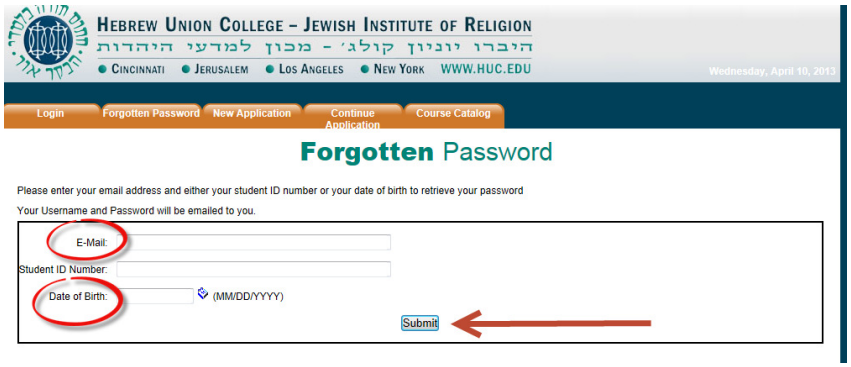


The opening page of the website looks like this:

Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Forgotten Password
New Application
Continue Application
Course Catalog
HUC-JIR
SIS Login Page
username
password
Submit
AUTHENTICATION REQUIRED:
You are attempting to log in to the HUC-JIR Student Information Website.
Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law.
If you are an applicant and need a username and password please email: admissions@huc.edu
If you are a current student and do not have a username and password, please email registrar@huc.edu to request an account or for help resetting your password.

From here you can find information on how to:

a. Locate forgotten password - Click on the Forgotten Password tab circled above. Enter the email address that you have on file with the College Institute, or your HUC email address. Once you enter your email address and date of birth, the SIS will email you your password to the email listed.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Wednesday, April 10, 2013
Login
Forgotten Password
New Application
Continue Application
Course Catalog
Forgotten Password
Please enter your email address and either your student ID number or your date of birth to retrieve your password
Your Username and Password will be emailed to you.
E-Mail:
Student ID Number:
Date of Birth:
(MM/DD/YYYY)
Submit

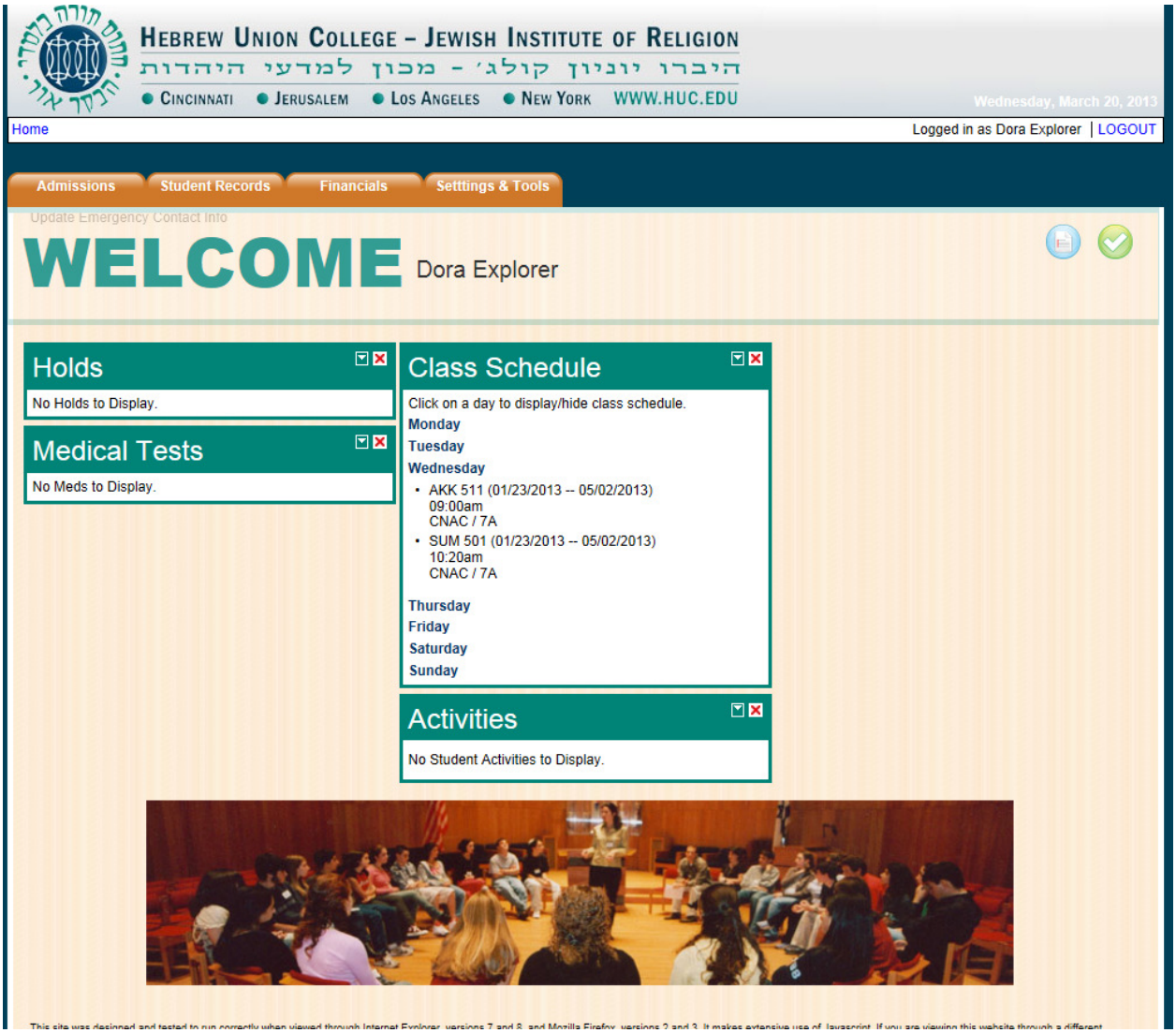
b. See all the courses offered in a given semester using the "Course Catalog" tab.
c. Login to your account using your user name and password.

2. **Accessing your account:**

a. Enter your user name in the textbox above the label: username. Your user name is not case sensitive.
b. Enter your password in the textbox. Your password is case sensitive.

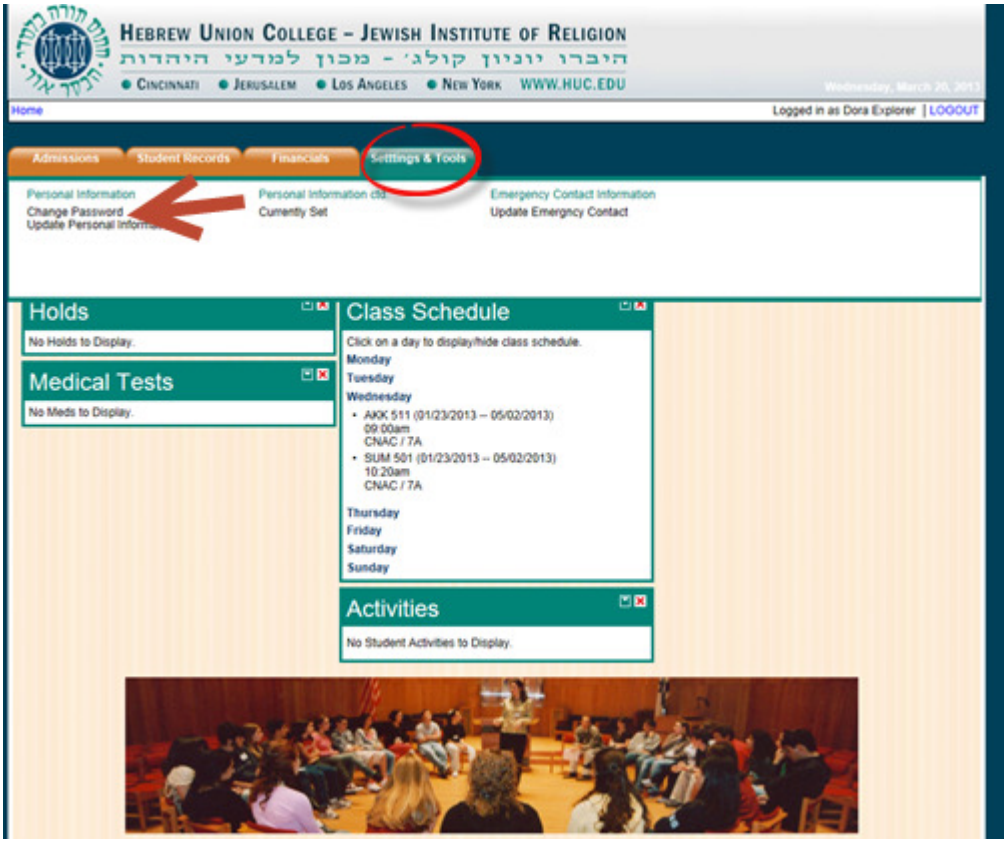
All students should have received their user name and password in Jerusalem, or e-mailed to them from the National Registrar's Office. If you do not remember your user name or password please e-mail the registrar at: registrar@huc.edu for assistance.

After you enter your user name and password and are logged in, you will see a screen similar to this:



3. **Changing your password**

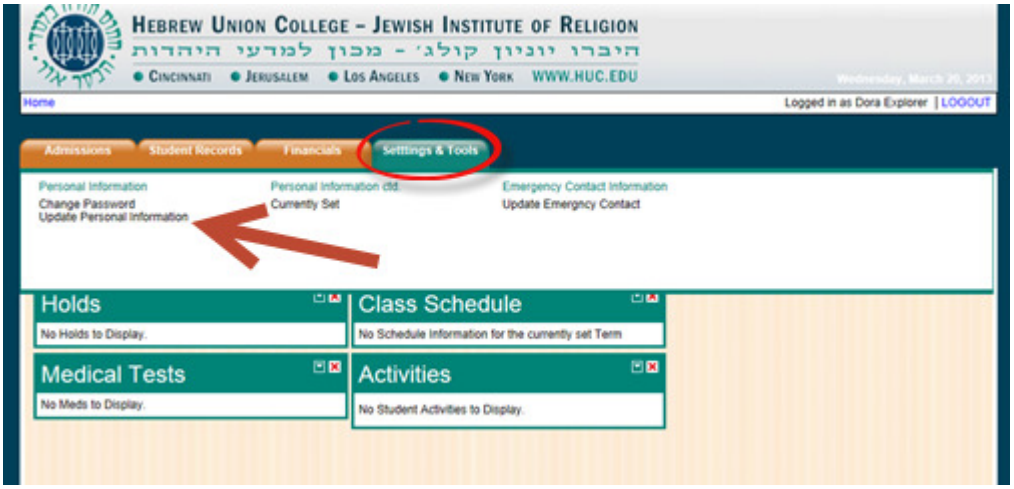
The first thing you should do is to change your password using the Settings and Tools tab and select Change Password located under Personal Information.



Follow the directions given to change your password to one you can easily remember.

4. **Update personal information**

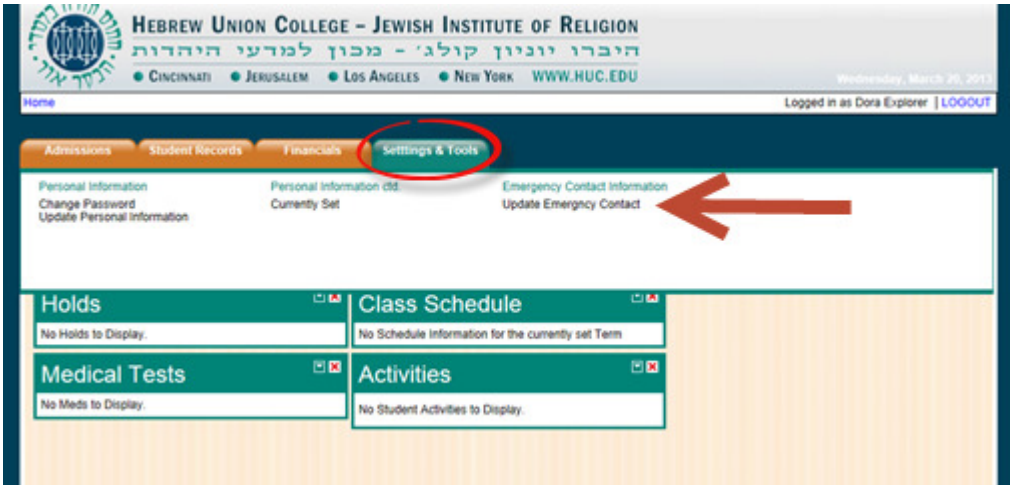
If you have a change of permanent address, a new phone number, etc. you need to update your personal information. Select Settings and Tools – Update Personal Information.



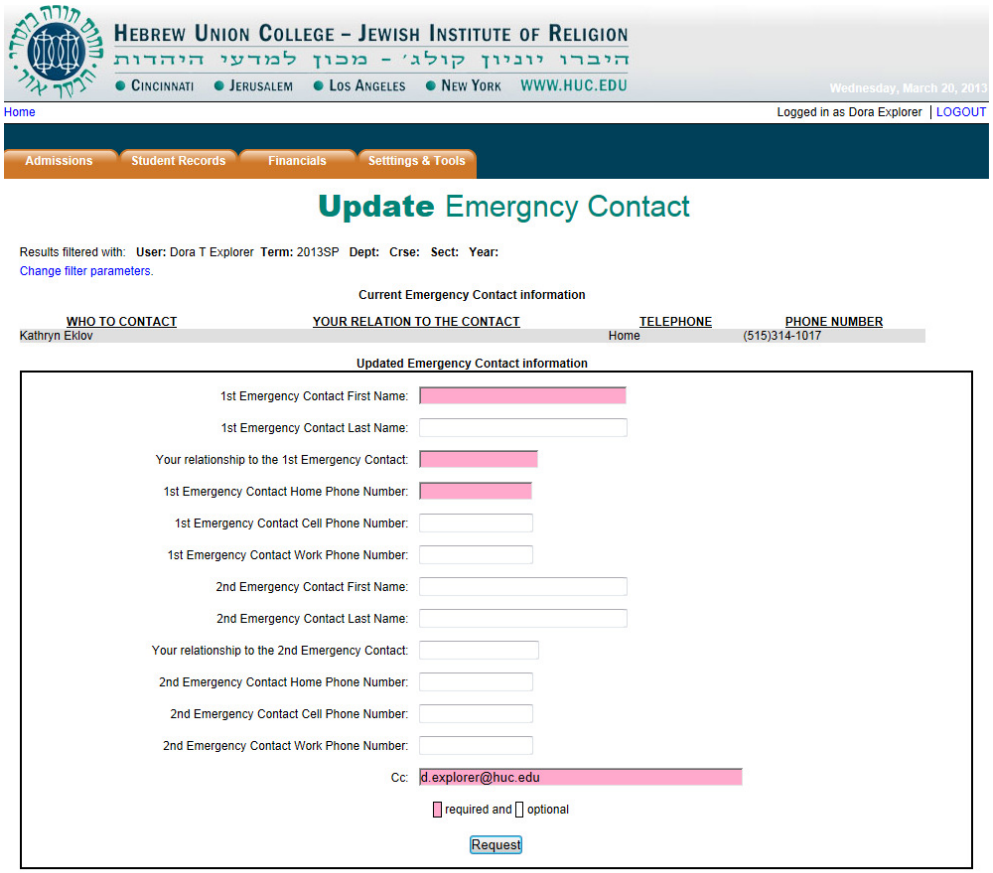
Select the appropriate information you need to update. Notice that you can select other information to update besides just your address. Please note this will take a day or so for the change to reflect in your account.

5. **Emergency contact information**

You can enter emergency contact information when you select Settings and Tools – Update Emergency Contact.

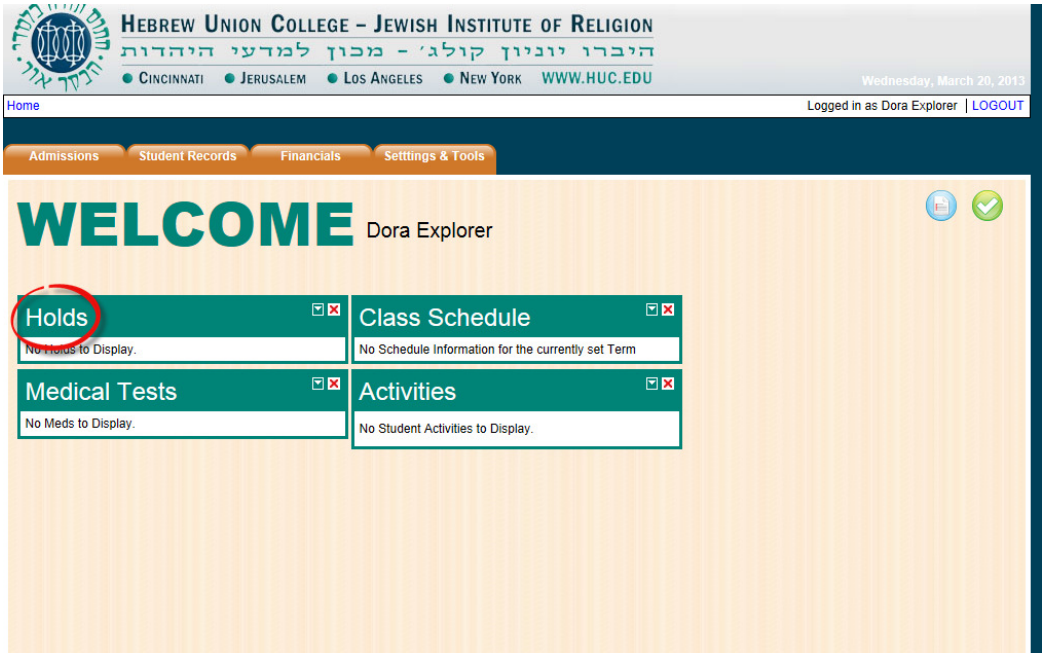


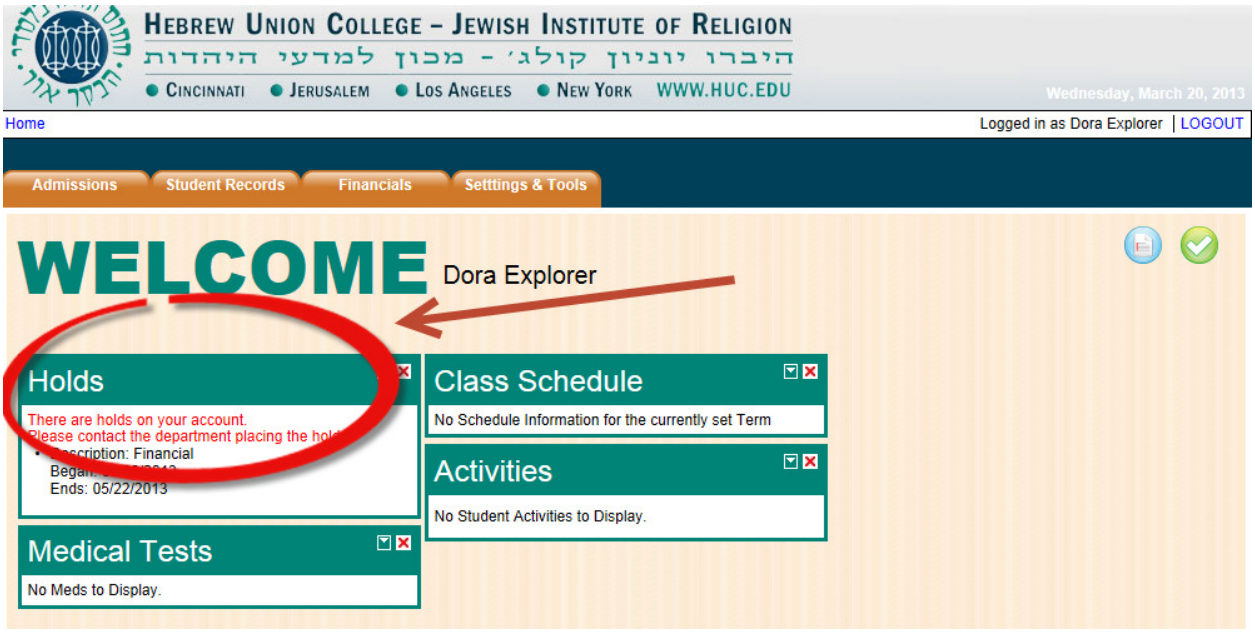
And here is the page that allows you to enter your emergency contact information or to make updates to what you entered previously.


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Settings & Tools
Update Emergncy Contact
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Current Emergency Contact information
WHO TO CONTACT
YOUR RELATION TO THE CONTACT
TELEPHONE
PHONE NUMBER
Kathryn Eklov
Home
(515)314-1017
Updated Emergency Contact information
1st Emergency Contact First Name:
1st Emergency Contact Last Name:
Your relationship to the 1st Emergency Contact:
1st Emergency Contact Home Phone Number:
1st Emergency Contact Cell Phone Number:
1st Emergency Contact Work Phone Number:
2nd Emergency Contact First Name:
2nd Emergency Contact Last Name:
Your relationship to the 2nd Emergency Contact:
2nd Emergency Contact Home Phone Number:
2nd Emergency Contact Cell Phone Number:
2nd Emergency Contact Work Phone Number:
Cc:
d.explorer@huc.edu
required and optional
Request

6. **Information on holds**

If there is a hold on your account, you will not be able to drop or add a class, view your grades in SIS, or get a copy of your transcript. Holds are listed on the first page when you log in to SIS.

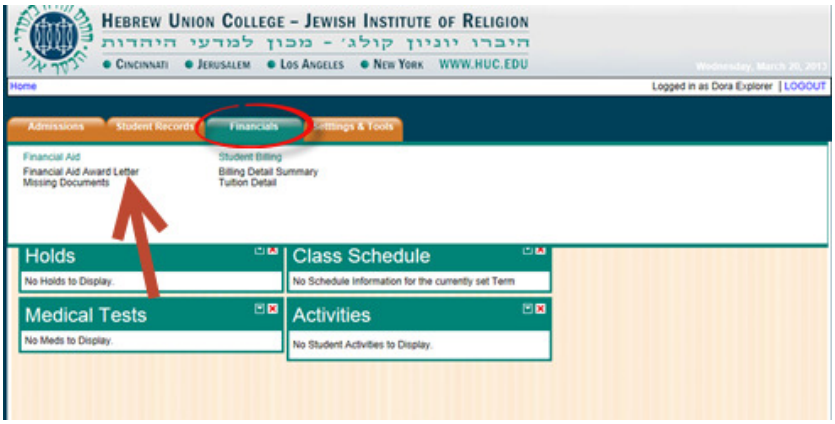




Holds are blocks on your account by the business or financial aid offices.
The Hold Description conveniently gives you the phone number of the office to call to find out more about the hold.

7. **Financial aid award letter**

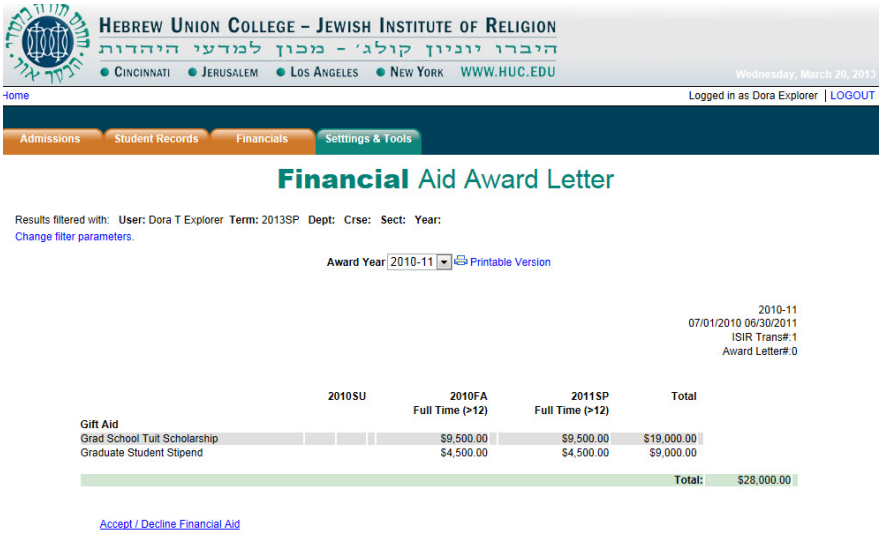
To view your Financial Aid letter select Financials – Financial Aid – Financial Aid Award Letter.



You will be prompted to select the academic Award Year.

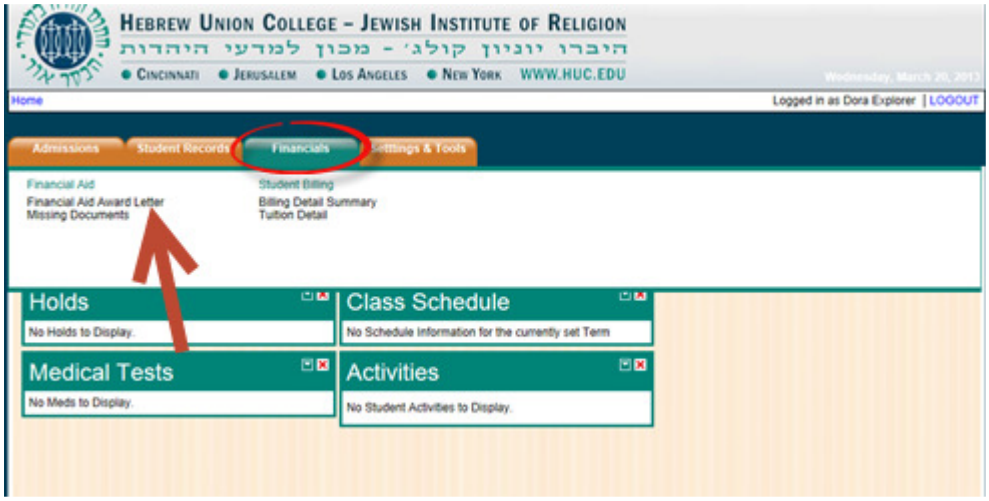
Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Settings & Tools
Financial Aid Award Letter
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Award Year
2010-11

After selecting the academic year, you will be able to view your complete financial aid package.

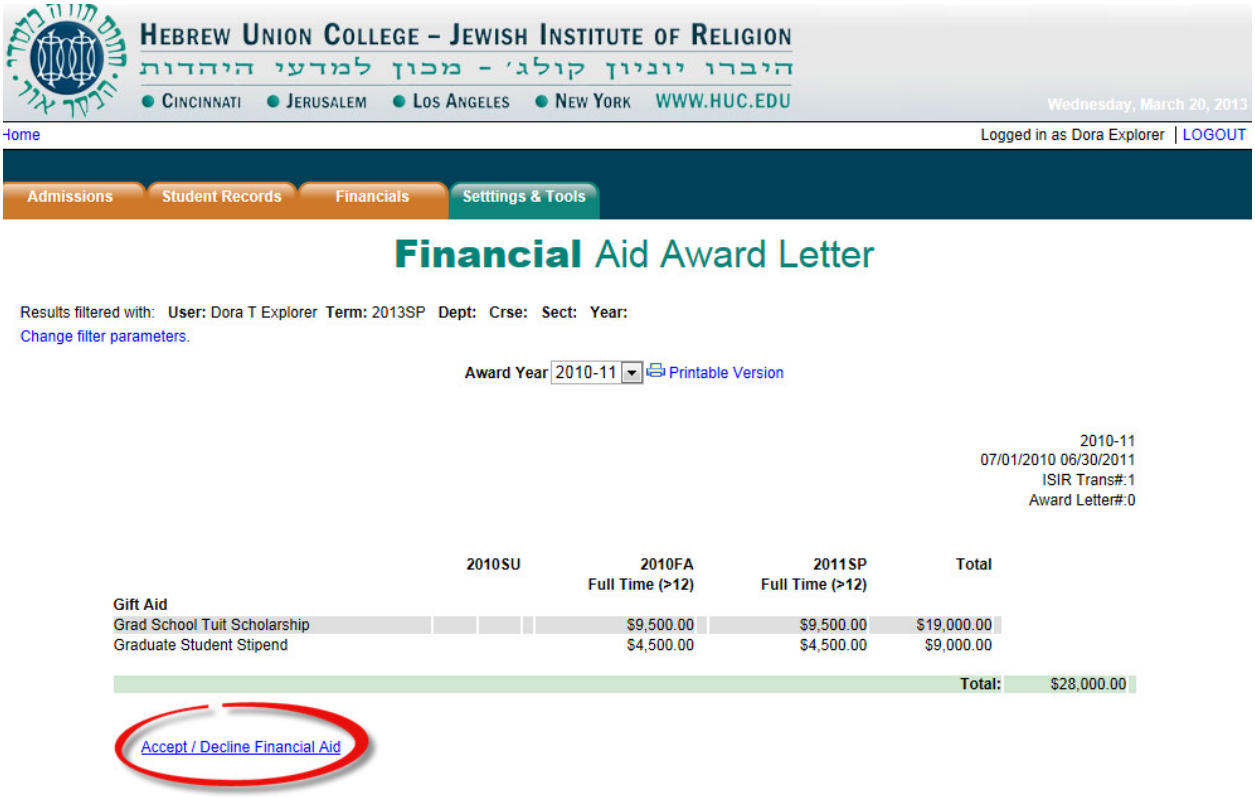


8. **Accepting or declining your financial aid**

You have the option to Accept/Decline your financial aid when you view your financial aid award letter.



This option takes you directly to a page like the one shown below. On this page, you can accept or decline the financial aid package that has been prepared for you by clicking on the Accept / Delete Financial Aid link.



After reviewing the award letter, select Accept/Decline Financial Aid.

If you would like to accept all the financial aid loan awards and the amount given, then you can select "accept all."

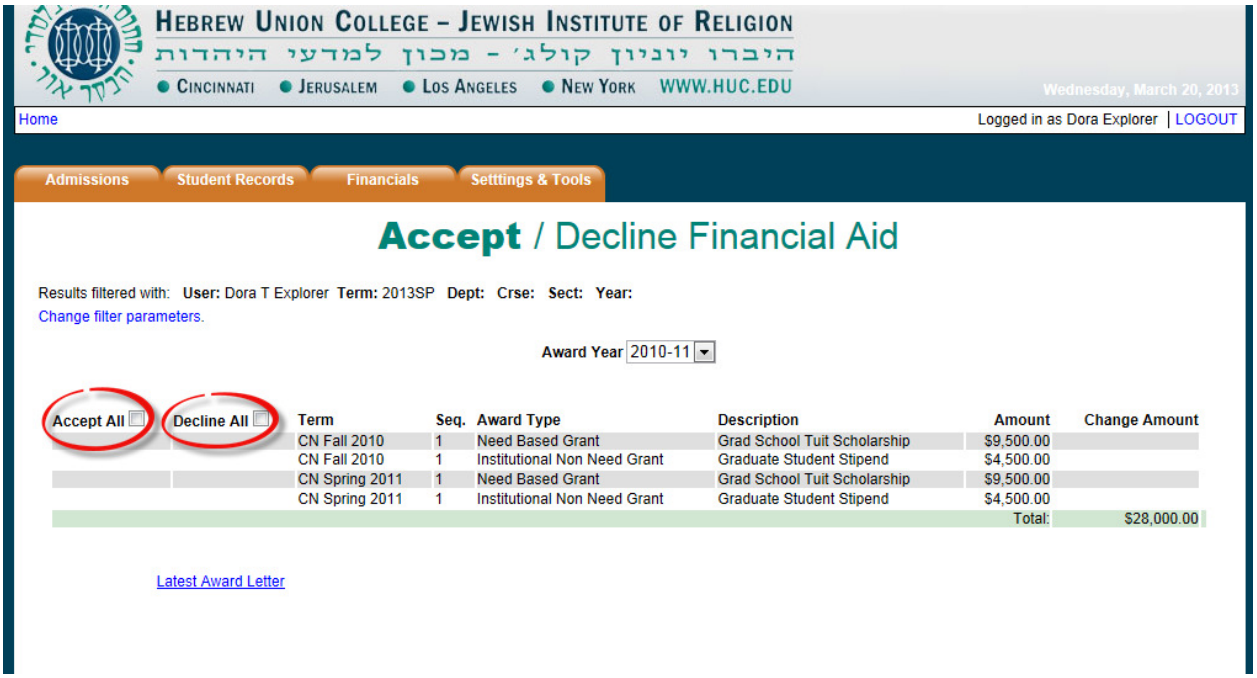
If you would like to decline all the financial aid loan awards then you can select "decline all."

You also have the option of accepting or declining some of the awards; simply select the "accept" or "decline" box next to the appropriate award.

You can change the amount you would like to receive from each award accordingly.

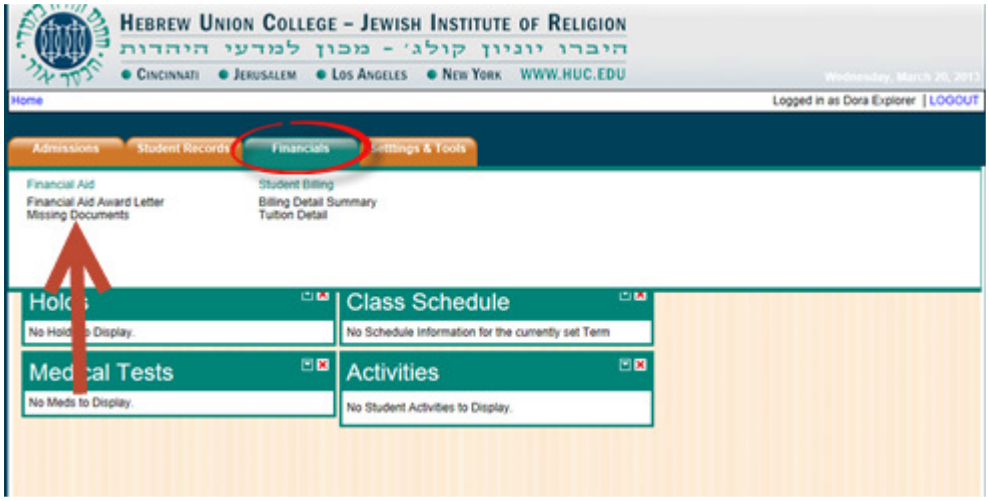
After you have accepted, declined and / or indicated award amount desired, then select "Accept / Decline Financial Aid."

You do not have to make a decision on all of your awards at once; you can go back and make changes as necessary. However, once a decision is made on a particular award in SIS you will have to e-mail the Financial Aid Director directly to make any changes.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Accept / Decline Financial Aid
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Award Year 2010-11
Accept All
Decline All
Term
Seq.
Award Type
Description
Amount
Change Amount
CN Fall 2010 1 Need Based Grant Grad School Tuit Scholarship $9,500.00
CN Fall 2010 1 Institutional Non Need Grant Graduate Student Stipend $4,500.00
CN Spring 2011 1 Need Based Grant Grad School Tuit Scholarship $9,500.00
CN Spring 2011 1 Institutional Non Need Grant Graduate Student Stipend $4,500.00
Total: $28,000.00
Latest Award Letter

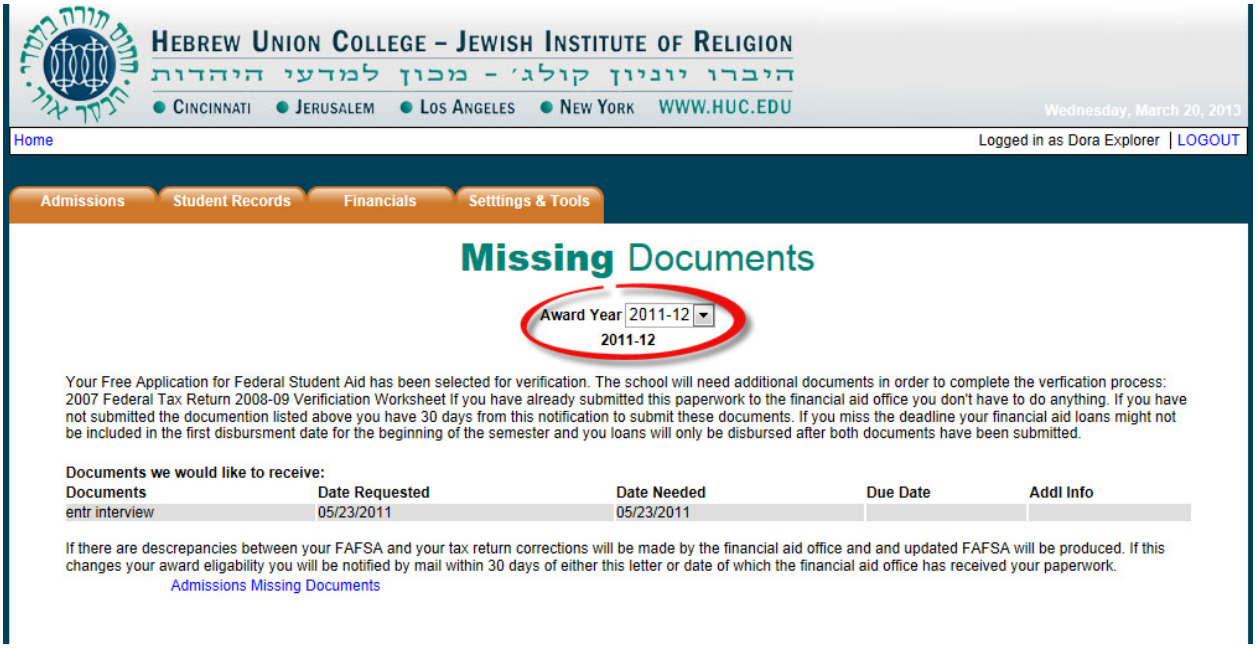
9. **Missing financial aid documents**

To make sure you have all of your financial aid documents completed, select Financials – Financial Aid – Missing Documents.



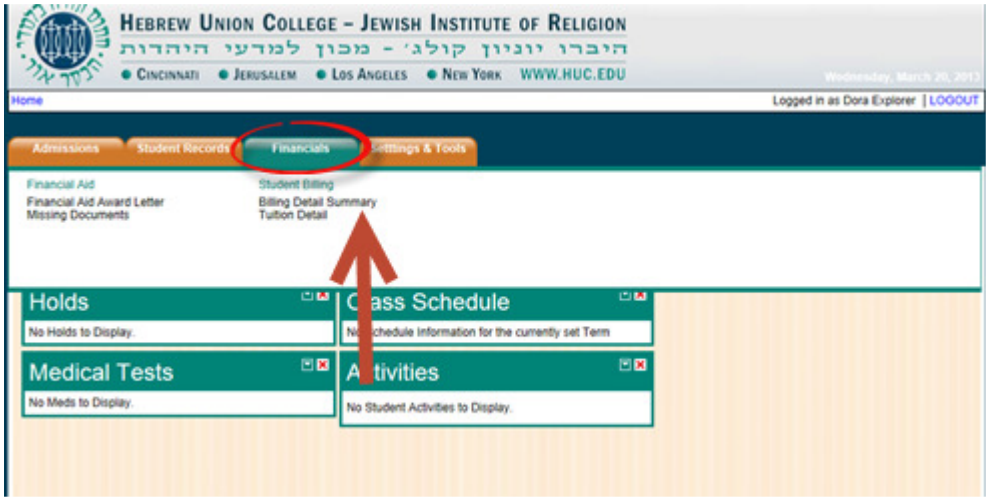
The Financial Aid office cannot complete your financial aid package until you have submitted all of your documents to them.

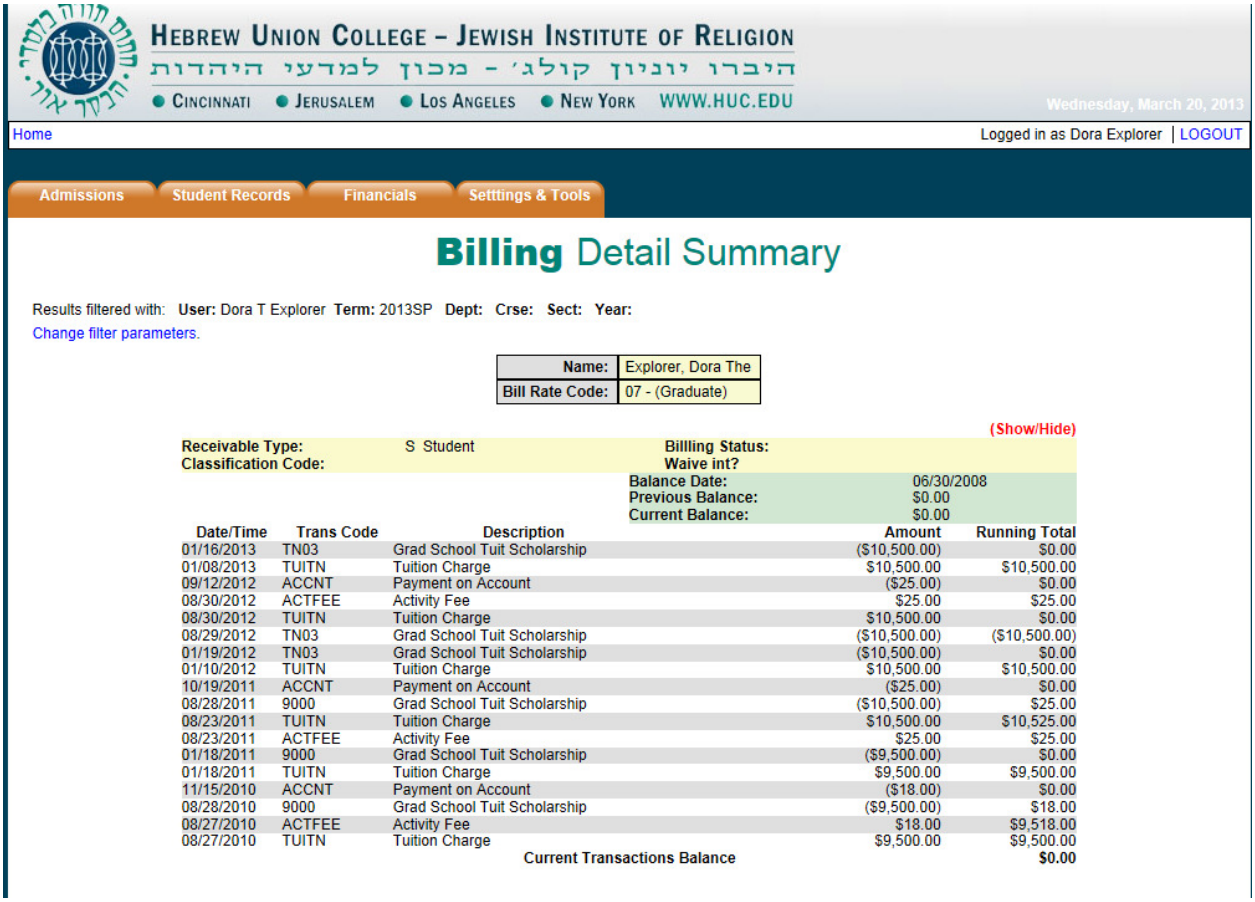
This is what the report looks like for a student who has not turned in all his/ her documents. Make sure to click on Award Year for the missing documents to appear.


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Missing Documents
Award Year 2011-12
2011-12
Your Free Application for Federal Student Aid has been selected for verification. The school will need additional documents in order to complete the verfication process: 2007 Federal Tax Return 2008-09 Verificiation Worksheet If you have already submitted this paperwork to the financial aid office you don't have to do anything. If you have not submitted the documention listed above you have 30 days from this notification to submit these documents. If you miss the deadline your financial aid loans might not be included in the first disbursment date for the beginning of the semester and you loans will only be disbursed after both documents have been submitted.
Documents we would like to receive:
Documents
Date Requested
Date Needed
Due Date
Addl Info
entr interview
05/23/2011
05/23/2011
If there are descrepancies between your FAFSA and your tax return corrections will be made by the financial aid office and and updated FAFSA will be produced. If this changes your award eligability you will be notified by mail within 30 days of either this letter or date of which the financial aid office has received your paperwork.
Admissions Missing Documents

10. **Current tuition bill**

To view your current tuition bill for the semester, select Financials – Student Billing – Billing Detail Summary.

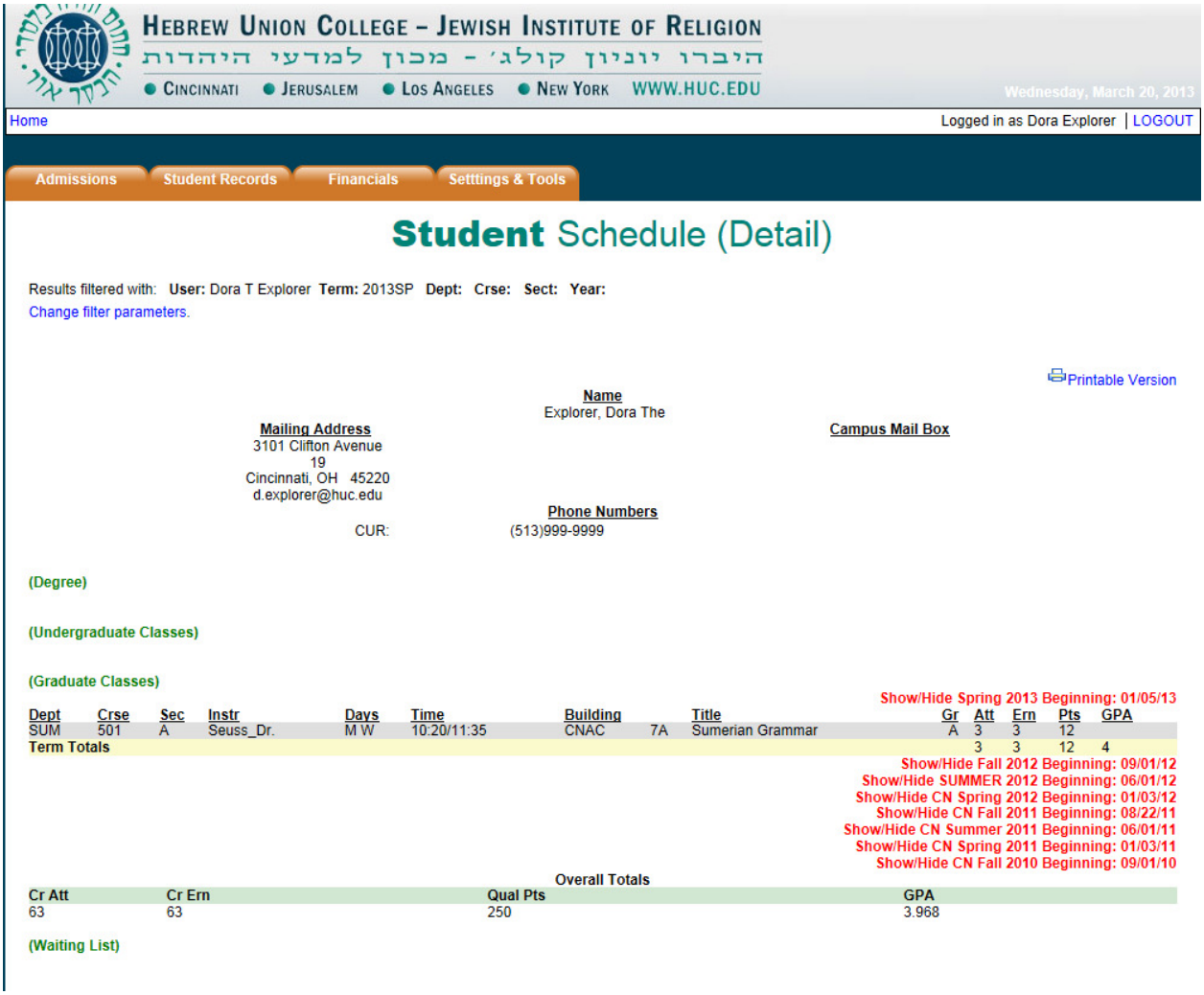



Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Billing Detail Summary
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Name: Explorer, Dora The
Bill Rate Code: 07 - (Graduate)
(Show/Hide)
Receivable Type: S Student
Classification Code:
Billling Status:
Waive int?
Balance Date: 06/30/2008
Previous Balance: $0.00
Current Balance: $0.00
Date/Time Trans Code Description Amount Running Total
01/16/2013 TN03 Grad School Tuit Scholarship ($10,500.00) $0.00
01/08/2013 TUITN Tuition Charge $10,500.00 $10,500.00
09/12/2012 ACCNT Payment on Account ($25.00) $0.00
08/30/2012 ACTFEE Activity Fee $25.00 $25.00
08/30/2012 TUITN Tuition Charge $10,500.00 $0.00
08/29/2012 TN03 Grad School Tuit Scholarship ($10,500.00) ($10,500.00)
01/19/2012 TN03 Grad School Tuit Scholarship ($10,500.00) $0.00
01/10/2012 TUITN Tuition Charge $10,500.00 $10,500.00
10/19/2011 ACCNT Payment on Account ($25.00) $0.00
08/28/2011 9000 Grad School Tuit Scholarship ($10,500.00) $25.00
08/23/2011 TUITN Tuition Charge $10,500.00 $10,525.00
08/23/2011 ACTFEE Activity Fee $25.00 $25.00
01/18/2011 9000 Grad School Tuit Scholarship ($9,500.00) $0.00
01/18/2011 TUITN Tuition Charge $9,500.00 $9,500.00
11/15/2010 ACCNT Payment on Account ($18.00) $0.00
08/28/2010 9000 Grad School Tuit Scholarship ($9,500.00) $18.00
08/27/2010 ACTFEE Activity Fee $18.00 $9,518.00
08/27/2010 TUITN Tuition Charge $9,500.00 $9,500.00
Current Transactions Balance $0.00

11. **View and print your course schedule**

Select Student Records then under Schedule Information heading choose Student Schedule (detail).

And here's what this will look like:


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Student Schedule (Detail)
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Printable Version
Name
Explorer, Dora The
Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu
Campus Mail Box
Phone Numbers
CUR: (513)999-9999
(Degree)
(Undergraduate Classes)
(Graduate Classes)
Show/Hide Spring 2013 Beginning: 01/05/13
Dept Crse Sec Instr Days Time Building Title Gr Att Ern Pts GPA
SUM 501 A Seuss_Dr. M W 10:20/11:35 CNAC 7A Sumerian Grammar A 3 3 12
Term Totals 3 3 12 4
Show/Hide Fall 2012 Beginning: 09/01/12
Show/Hide SUMMER 2012 Beginning: 06/01/12
Show/Hide CN Spring 2012 Beginning: 01/03/12
Show/Hide CN Fall 2011 Beginning: 08/22/11
Show/Hide CN Summer 2011 Beginning: 06/01/11
Show/Hide CN Spring 2011 Beginning: 01/03/11
Show/Hide CN Fall 2010 Beginning: 09/01/10
Overall Totals
Cr Att Cr Ern Qual Pts GPA
63 63 250 3.968
(Waiting List)

You can print this page or select the Printable Version and get a schedule that looks like the one shown below:

HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU

Name
Explorer, Dora The

Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu

Campus Mail Box

Phone Numbers
CUR: (513)999-9999

Degree

School/thesis	Degree	Major	Earned	Awarded

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Att	Cr Ern	Qual Pts	GPA
	0	0	0	0

Overall Undergraduate Totals	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0

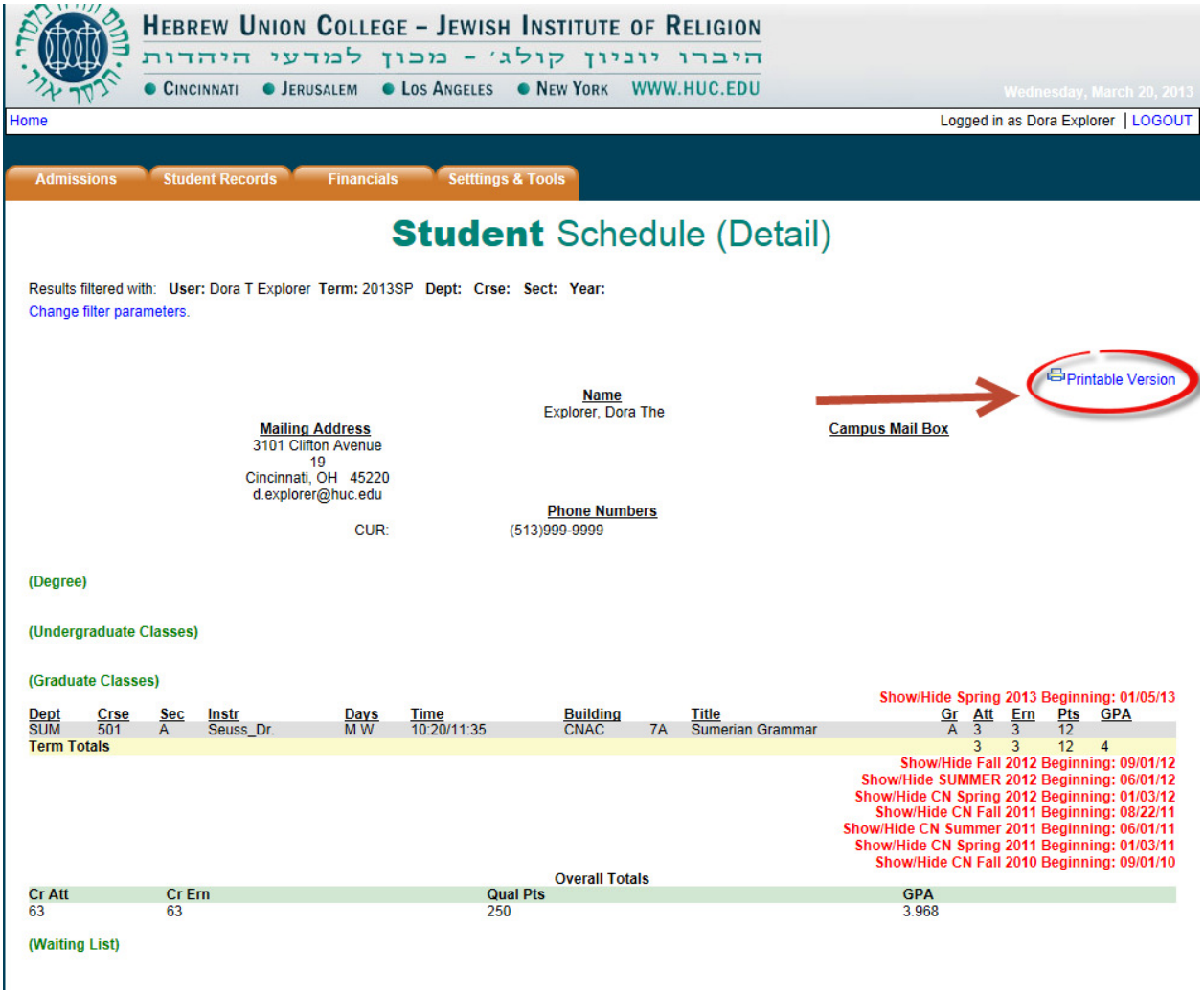
Graduate Courses

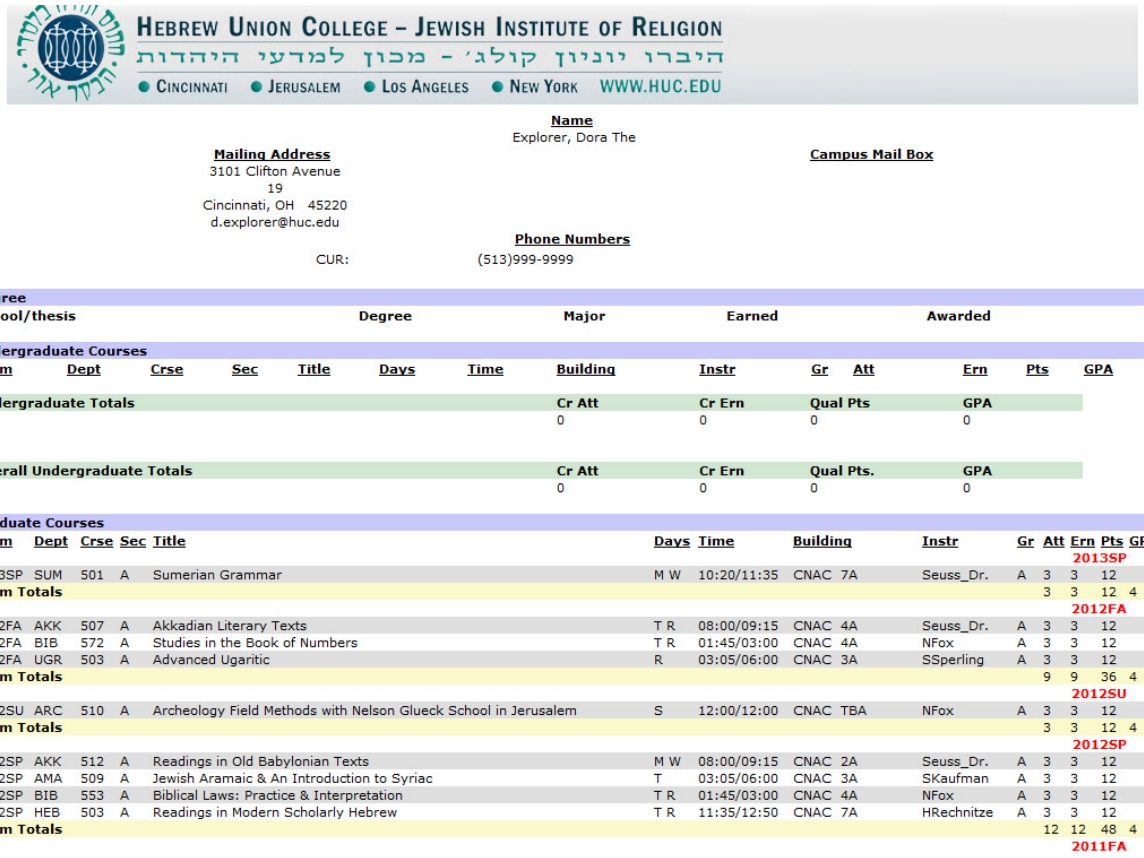
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
											2013SP		
2013SP	SUM	501	A	Sumerian Grammar	M W	10:20/11:35	CNAC 7A	Seuss_Dr.	A	3	3	12	
Term Totals										3	3	12	4
											2012FA		
2012FA	AKK	507	A	Akkadian Literary Texts	T R	08:00/09:15	CNAC 4A	Seuss_Dr.	A	3	3	12	
2012FA	BIB	572	A	Studies in the Book of Numbers	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012FA	UGR	503	A	Advanced Ugaritic	R	03:05/06:00	CNAC 3A	SSperling	A	3	3	12	
Term Totals										9	9	36	4
											2012SU		
2012SU	ARC	510	A	Archeology Field Methods with Nelson Glueck School in Jerusalem	S	12:00/12:00	CNAC TBA	NFox	A	3	3	12	
Term Totals										3	3	12	4
											2012SP		
2012SP	AKK	512	A	Readings in Old Babylonian Texts	M W	08:00/09:15	CNAC 2A	Seuss_Dr.	A	3	3	12	
2012SP	AMA	509	A	Jewish Aramaic & An Introduction to Syriac	T	03:05/06:00	CNAC 3A	SKaufman	A	3	3	12	
2012SP	BIB	553	A	Biblical Laws: Practice & Interpretation	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012SP	HEB	503	A	Readings in Modern Scholarly Hebrew	T R	11:35/12:50	CNAC 7A	HRechnitze	A	3	3	12	
Term Totals										12	12	48	4
											2011FA		

12. **View and print your unofficial transcript**

Select Student Records – Schedule Information – Student Schedule (Detail)

Then you will need to click on the Printable Version in blue. This will give you an unofficial copy of your transcript:


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Student Schedule (Detail)
Results filtered with: User: Dora T Explorer Term: 2013SP Dept: Crse: Sect: Year:
Change filter parameters.
Printable Version
Name
Explorer, Dora The
Campus Mail Box
Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu
Phone Numbers
CUR: (513)999-9999
(Degree)
(Undergraduate Classes)
(Graduate Classes)
Show/Hide Spring 2013 Beginning: 01/05/13
Dept Crse Sec Instr Days Time Building Title Gr Att Ern Pts GPA
SUM 501 A Seuss_Dr. M W 10:20/11:35 CNAC 7A Sumerian Grammar A 3 3 12
Term Totals 3 3 12 4
Show/Hide Fall 2012 Beginning: 09/01/12
Show/Hide SUMMER 2012 Beginning: 06/01/12
Show/Hide CN Spring 2012 Beginning: 01/03/12
Show/Hide CN Fall 2011 Beginning: 08/22/11
Show/Hide CN Summer 2011 Beginning: 06/01/11
Show/Hide CN Spring 2011 Beginning: 01/03/11
Show/Hide CN Fall 2010 Beginning: 09/01/10
Overall Totals
Cr Att Cr Ern Qual Pts GPA
63 63 250 3.968
(Waiting List)



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU

Name
Explorer, Dora The

Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu

Campus Mail Box

Phone Numbers
CUR: (513)999-9999

Degree

School/thesis	Degree	Major	Earned	Awarded

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Att	Cr Ern	Qual Pts	GPA
	0	0	0	0

Overall Undergraduate Totals	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0

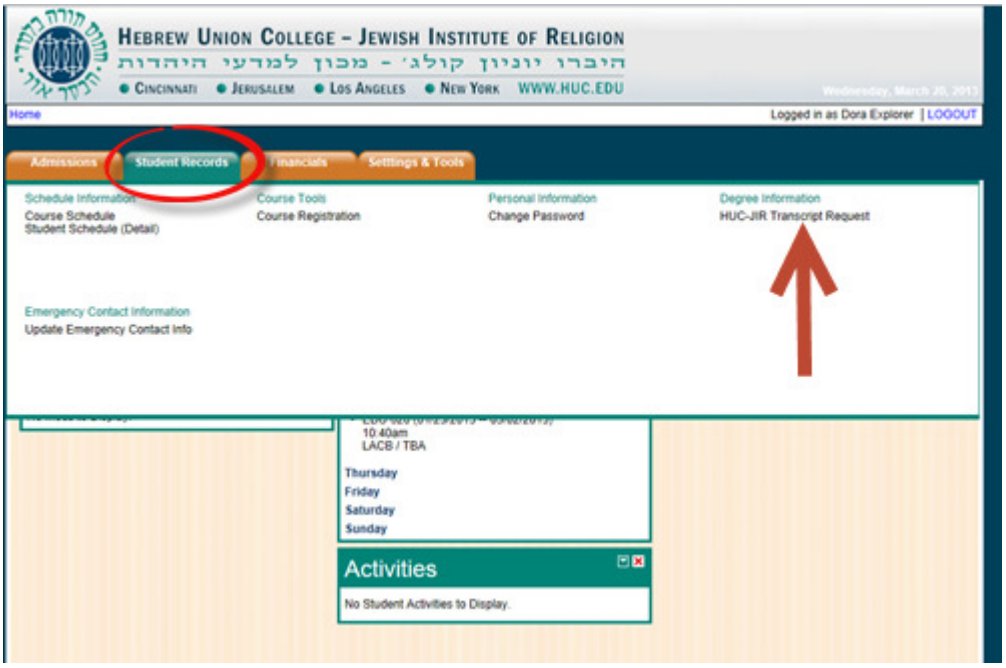
Graduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
											2013SP		
2013SP	SUM	501	A	Sumerian Grammar	M W	10:20/11:35	CNAC 7A	Seuss_Dr.	A	3	3	12	
Term Totals										3	3	12	4
											2012FA		
2012FA	AKK	507	A	Akkadian Literary Texts	T R	08:00/09:15	CNAC 4A	Seuss_Dr.	A	3	3	12	
2012FA	BIB	572	A	Studies in the Book of Numbers	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012FA	UGR	503	A	Advanced Ugaritic	R	03:05/06:00	CNAC 3A	SSperling	A	3	3	12	
Term Totals										9	9	36	4
											2012SU		
2012SU	ARC	510	A	Archeology Field Methods with Nelson Glueck School in Jerusalem	S	12:00/12:00	CNAC TBA	NFox	A	3	3	12	
Term Totals										3	3	12	4
											2012SP		
2012SP	AKK	512	A	Readings in Old Babylonian Texts	M W	08:00/09:15	CNAC 2A	Seuss_Dr.	A	3	3	12	
2012SP	AMA	509	A	Jewish Aramaic & An Introduction to Syriac	T	03:05/06:00	CNAC 3A	SKaufman	A	3	3	12	
2012SP	BIB	553	A	Biblical Laws: Practice & Interpretation	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012SP	HEB	503	A	Readings in Modern Scholarly Hebrew	T R	11:35/12:50	CNAC 7A	HRechnitze	A	3	3	12	
Term Totals										12	12	48	4
											2011FA		

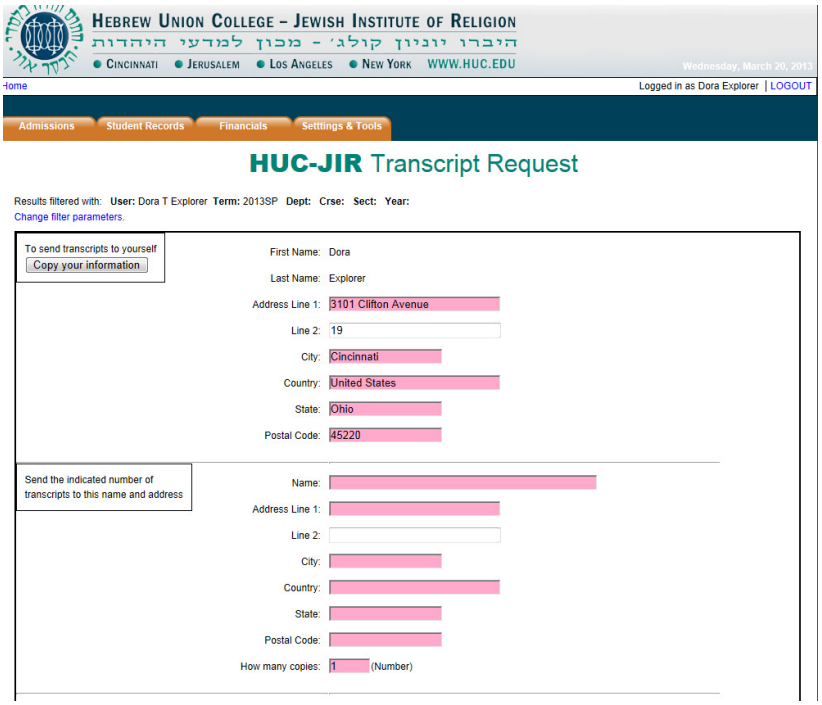
This option lists all the classes that you have taken at HUC-JIR, all the classes that you may have transferred to HUC-JIR, and the classes you are enrolled in for the next semester. This also has a Printable Version so you can easily print an unofficial copy of your transcript.

13. **Requesting an official transcript**

To request an official transcript go the Student Records – Degree Information – HUC-JIR Transcript Request



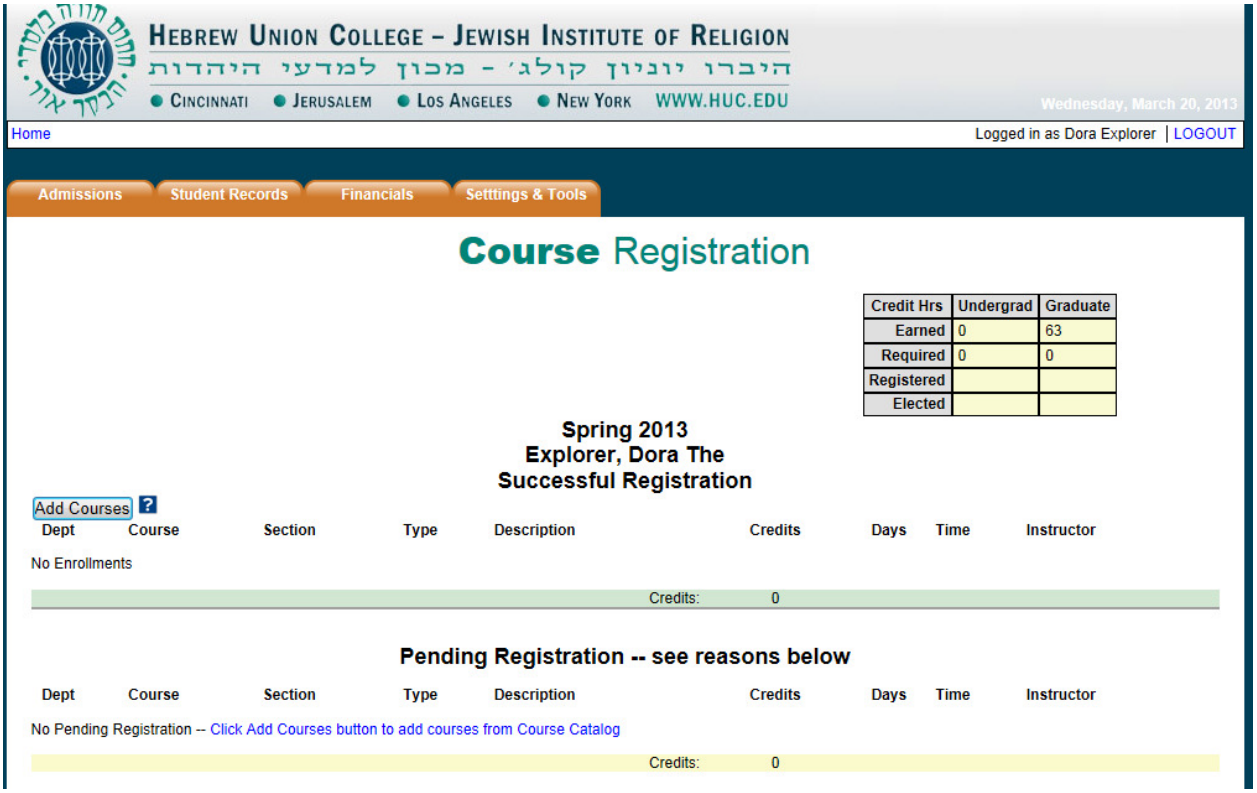
Please fill out the required information along with the five dollar fee for the transcript.



14. **List of courses being offered for a semester**

To obtain a list of courses being taught at HUC-JIR, select Student Records – Course Tools – Course Registration – Select a Term – Add Courses – Select Location.

Make sure to click on the correct term.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CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Course Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered
Elected
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
No Enrollments
Credits: 0
Pending Registration -- see reasons below
Dept Course Section Type Description Credits Days Time Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog
Credits: 0

Below is the dialogue window that you will get when you make this selection.

You must select a Location. The other selections are optional.

If you do not make any other selections, this will give you a complete list of all classes taught by HUC-JIR.

You can view the courses taught by a specific department, certain time of day, or those taught by a specific professor.

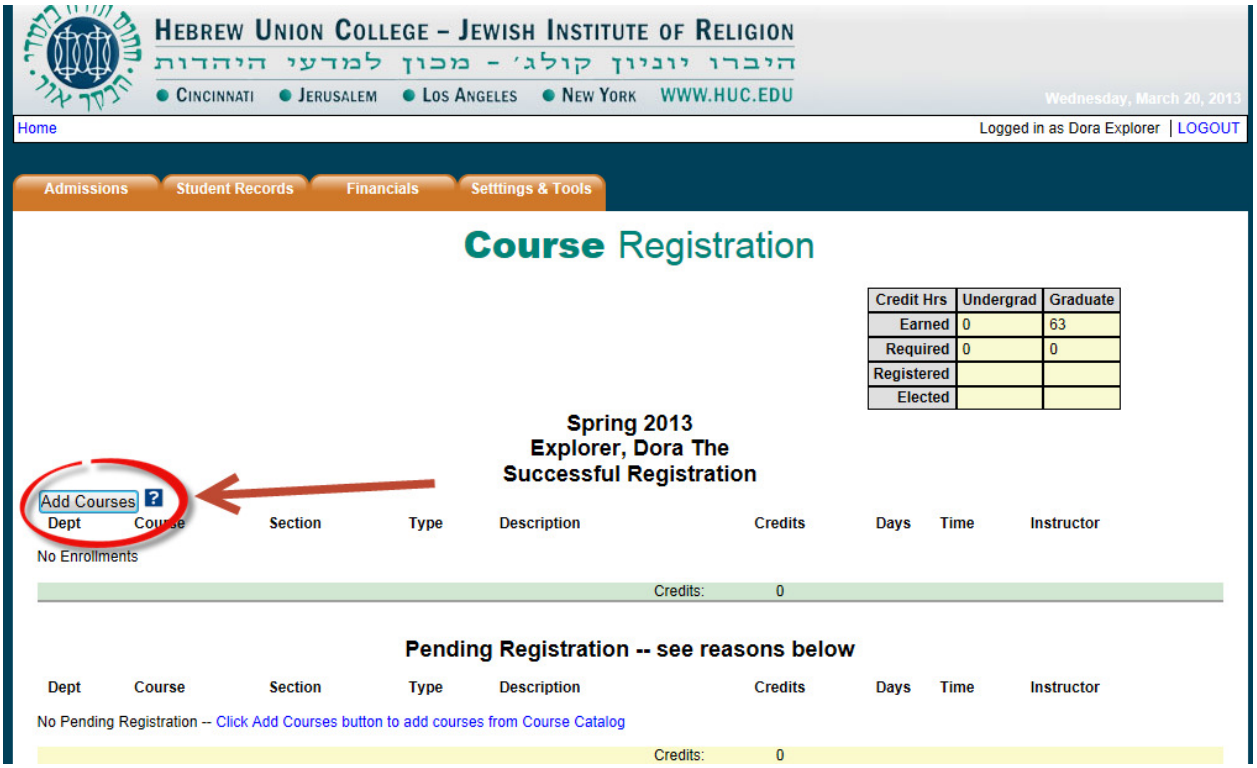
15. **Student self-registration guide**

Note: If you have any questions or problems with your schedule, please contact your Program Director. The Office of the National Registrar can provide only limited assistance and they will always ask you to see your Program Director first.

Login to SIS as usual. Choose Student Records – Course Tools – Course Registration.

Enter the term for which you wish to register and click on Register.

To add, or to enroll in a class, click on the "Add Courses" button.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
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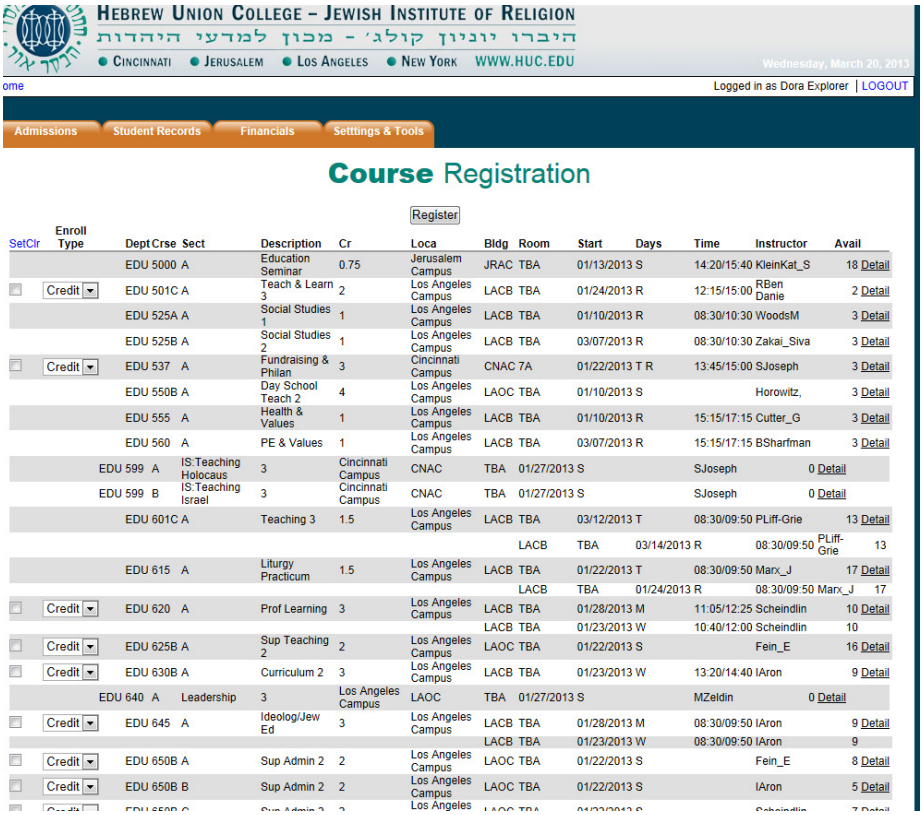
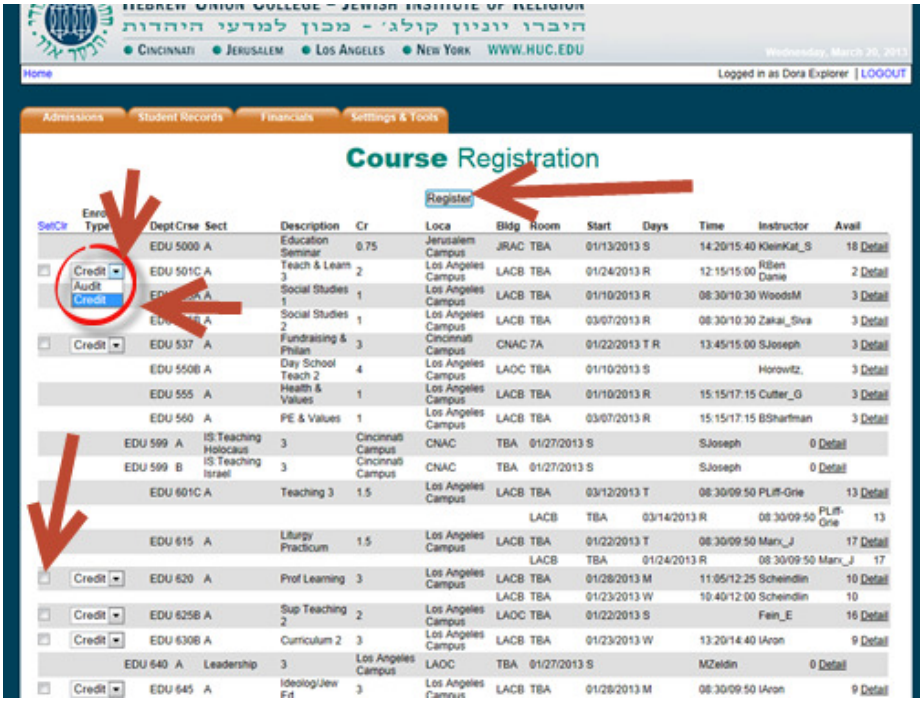
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Course Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered
Elected
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
No Enrollments
Credits: 0
Pending Registration -- see reasons below
Dept Course Section Type Description Credits Days Time Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog
Credits: 0

This screen now appears. Select as many options as desired to narrow the number of courses displayed. If no options are selected, all the courses offered by HUC-JIR will be displayed. It is usually a good idea to select Location to see only the courses offered on your specific campus.

For this example, we selected Education (EDU) for Department. This lists all the Education courses offered this semester. To enroll in a course, click the box on the left. Click on Detail to find out about courses fees or additional expenses associated with the course or if the course requires consent of the instructor.





After selecting all the courses in which to enroll, click the Register button. The result is shown below. Note that you can also click under Enroll Type if the course you want to take is for credit or audit. The default in SIS will always be for credit, so please be aware that if a course is for audit check the Enroll Type and click the button listed as Audit.

After you have clicked on the Register button, click on See Detail to return to the Online Registration screen.

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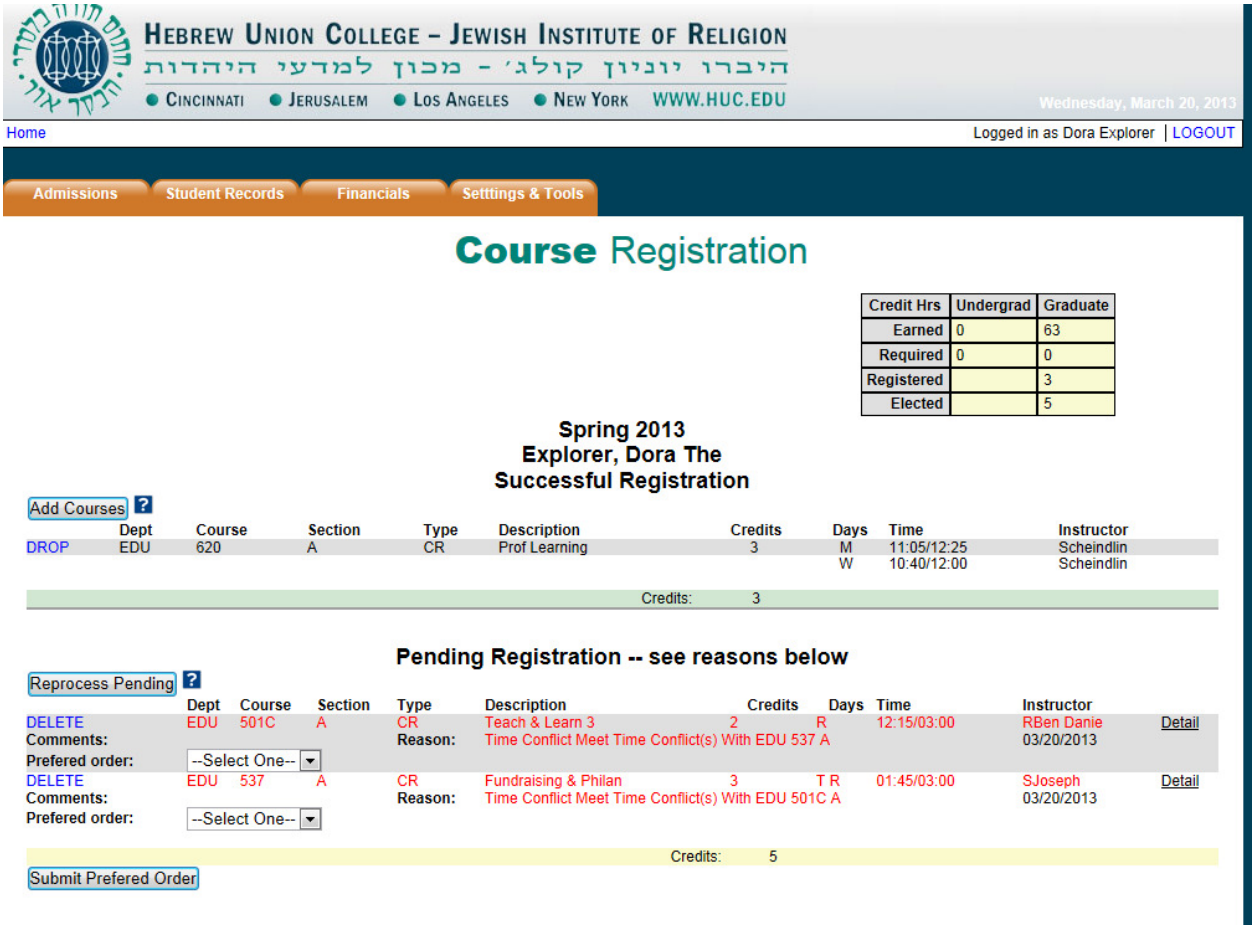
Wednesday, March 20, 2013
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Course Registration
You have 1 Successful Registration and
2 Pending Registration.
Click See Detail button to see the result.
See Detail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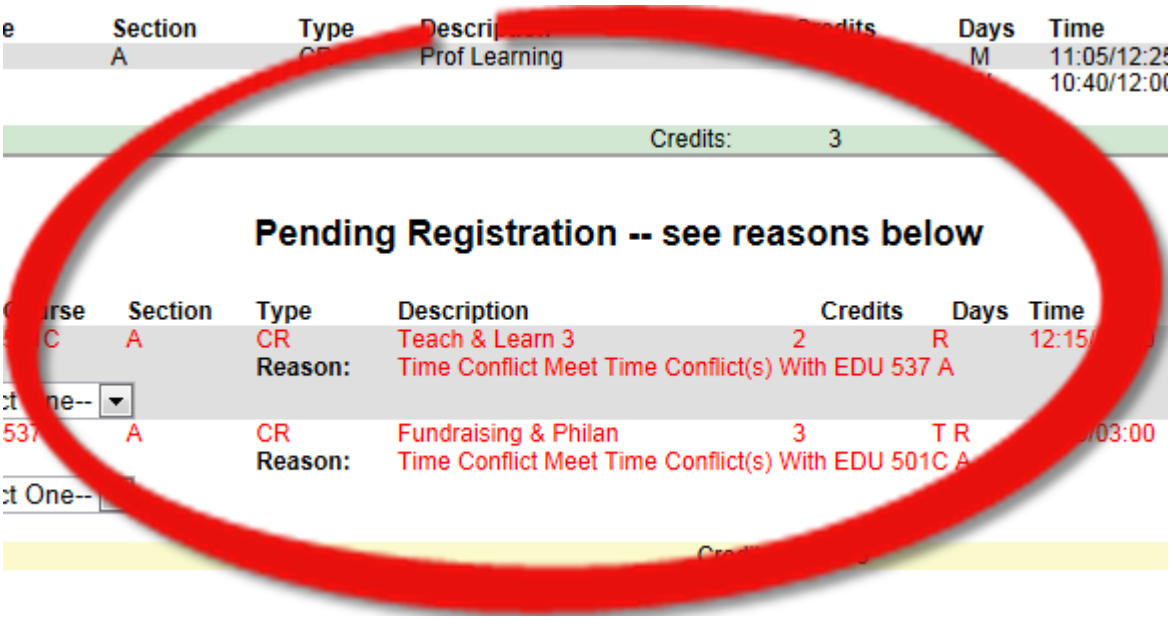
Home
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Setttings & Tools
Course Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered | | 3
Elected | | 5
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
DROP EDU 620 A CR Prof Learning 3 M 11:05/12:25 Scheindlin
W 10:40/12:00 Scheindlin
Credits: 3
Pending Registration -- see reasons below
Reprocess Pending
DELETE EDU 501C A CR Teach & Learn 3 2 R 12:15/03:00 RBen Danie Detail
Comments: Reason: Time Conflict Meet Time Conflict(s) With EDU 537 A 03/20/2013
Prefered order: --Select One--
DELETE EDU 537 A CR Fundraising & Philan 3 T R 01:45/03:00 SJoseph Detail
Comments: Reason: Time Conflict Meet Time Conflict(s) With EDU 501C A 03/20/2013
Prefered order: --Select One--
Credits: 5
Submit Prefered Order

16. **Pending registrations**



Notice that if there is a Pending Registration indicator these are the reasons you will not be able to register through SIS:
a. a time conflict
b. after the first two weeks of school
c. a summer intensive which has begun
Please contact the National Registrar's office to remedy any issue listed above.
Clicking on the Delete link will remove such courses from the pending list and give the original list of classes that you have registered for listed.

To add another class, just click on Add Courses and repeat the process as above.

If the course you want needs the Professor's permission, this will be the screen that you will see:

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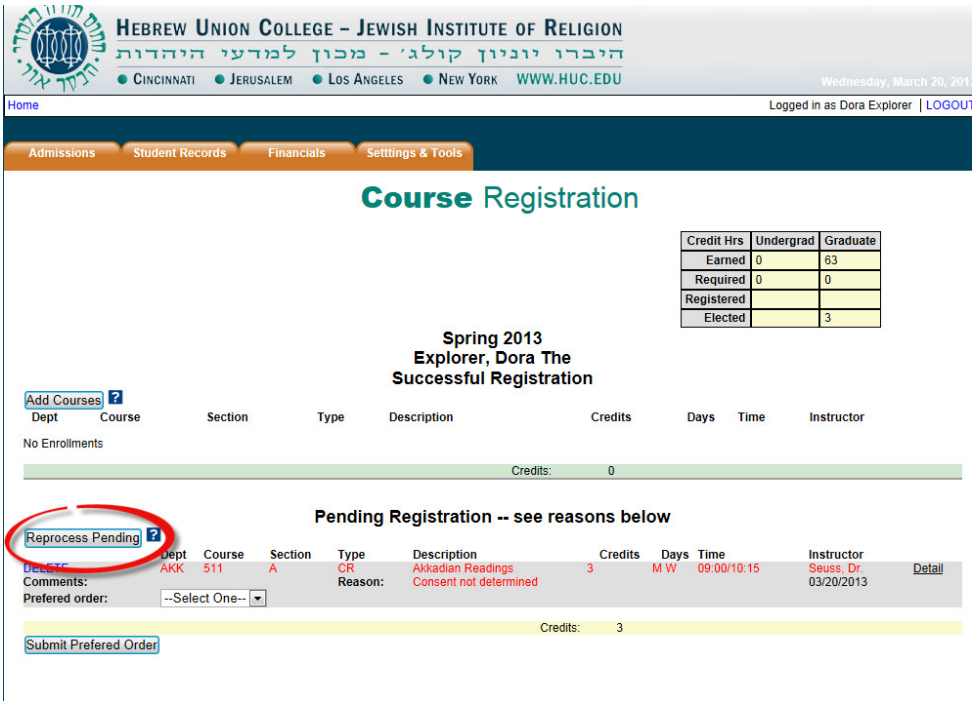
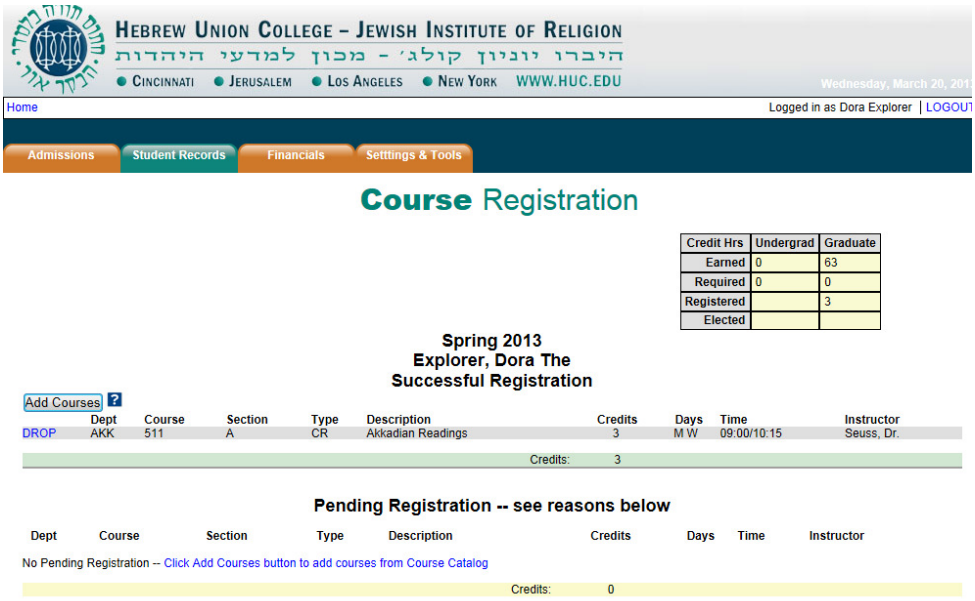
Setttings & Tools
Course Registration
You have 0 Successful Registration and
1 Pending Registration.
Click See Detail button to see the result.
See Detail

The faculty member will be notified through SIS that you wish to take their class, which they will approve or reject. Either way the professor will contact you via email concerning your registration. If the professor has given his/her consent through SIS, you can now add the class in Course Registration. You will not be enrolled in this class until you go into your SIS account under Course Registration and click on the Reprocess Pending button, which is circled below. Once you have completed this process your name will automatically appear on the professor's class roster and your student schedule.

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Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered | | 3
Elected | | |
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
DROP AKK 511 A CR Akkadian Readings 3 M W 09:00/10:15 Seuss, Dr.
Credits: 3
Pending Registration -- see reasons below
Dept Course Section Type Description Credits Days Time Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog
Credits: 0

Don't forget to log out when you finish with changing your schedule. This is especially critical if you are using a public-use computer.

After the end of the second week of the semester a student may not add any courses to his/her program. Using the Student Information System (SIS), students may drop a course before the semester begins and during the semester until registration closes. A student may drop a course until the end of the second week of classes without a notation appearing on the student's academic record. After the close of registration, students must use an add/drop form. These are available on the National Registrar's website. In intensive courses or in the SJNM summer session, students may only add a course prior to the second meeting. Withdrawing from an intensive course after the second session will incur a grade of "W."

Students will need to contact the National Registrar's Office to make all changes to their schedule after the first two weeks of classes. Please refer to the academic calendar for exact date. www.huc.edu/registrar

17. **Combining HUC e-mail addresses with your personal e-mail (Gmail or Yahoo)**

To combine your HUC e-mail and Gmail please follow these steps:

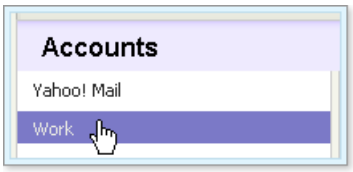
1. Click the gear icon in the upper right, and then select Settings.
2. Open the Accounts and Import tab. (For Google Apps domains, open the Accounts tab.)
3. In the Check mail using POP3 section, click Add POP3 email account.
4. Enter the full email address of the account you'd like to access, and then click Next Step.
5. Gmail will populate sample settings, but we recommend checking with your other provider to learn the correct server name and port. Enter your Password.
6. Click Add Account.
7. Once your account has been added successfully, you'll have the option of setting it as a custom From address. This allows you to compose messages in Gmail, but have them appear to be sent from your other email account. Click Yes to set up a custom From address.

More information can be found at:

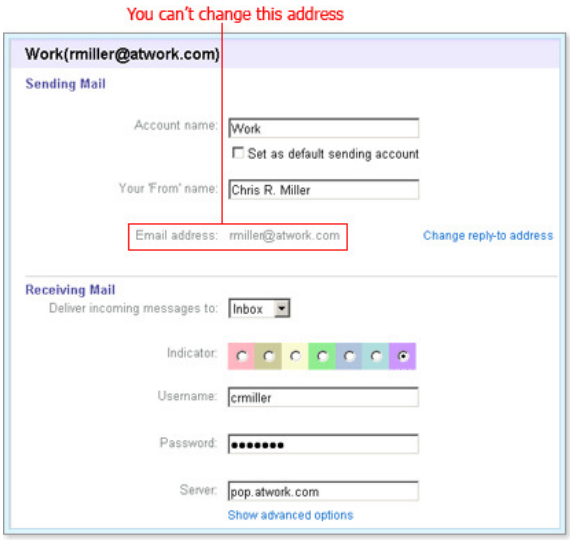
http://support.google.com/mail/bin/answer.py?hl=en&answer=21289

To combine your HUC e-mail and Yahoo please follow these steps:

1. Go to the Mail Accounts page in att.net Mail.
2. Select the mail account that you want to edit from the list of accounts.



Details about the account appear on the right side of the page.

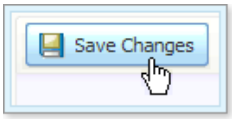


Enlarge

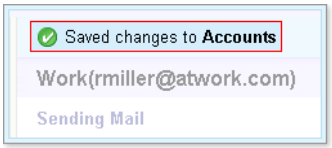
3. Make your changes to the current account information.

Tip: See Adding a Non-Yahoo! Mail Account if you need more information about what each account attribute is.

4. Click the Save Changes button.



att.net Mail confirms that your changes have been saved.



More information can be found at:

http://help.yahoo.com/sbc/tutorials/mmail/mm_accessother3.html

18. **Quick instructions – log-in / register for courses**

If you do not remember your user name or password please contact: registrar@huc.edu

To register for courses you will need to go to SIS which can be located at:

sis.huc.edu

Please follow these directions to register for courses:

1. Once you have logged in, please select "Course Registration" under the Student Records tab.

2. Select the term you would like to register for and press "register."

3. On the next screen select "add courses."

4. You will then be taken to the next screen which will allow you to filter your search, under location select the campus you are registering for.

5. You will then be able to register for courses.